

**ROSEHILL HOUSING CO-OPERATIVE LIMITED**

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY  
26<sup>TH</sup> FEBRUARY 2020 AT 6:30PM**

**Present:** K Stevenson (Chair)  
E Henderson (Vice Chair)  
N Finlayson  
M Baldie  
K Leitch  
S Bannerman  
K Thomson

**In Attendance:** G Mogan (Director)  
K McCallum (Customer Services Officer)  
A Stewart (Finance Manager)  
S Hunter (Technical Services Manager)  
L Chelton (Housing Services Manager)

**1. *Apologies***

Apologies for absence were received from J Thomson. Committee noted that M Cameron and W Anderson have been granted special leave of absence.

**2. *Governance Matters***

**2.1 *Signing Committee Members' Code of Conduct***

It was noted that Committee approved the revised Code of Conduct last month and there have been no further changes.

Everyone present confirmed they had read the code and it was duly signed.

K McCallum to ensure that any Committee member not present signs the code at the earliest opportunity and that each committee member receives a copy of their signed version.

It was noted that the Chair and Director would be meeting with the two new Committee Members in the coming weeks to go over the code in more detail and other key governance documentation. This is part of the induction process for new Committee Members.

**2.2 *Annual Declaration of Interests***

Committee completed and returned the annual declarations.

**3. *Declaration of Interest***

None.

**4. *Election of Office Bearers***



#### 4.1 *Chairperson*

Kerry Stevenson was nominated by K Leitch and seconded by N Finlayson.

There being no other nominations, K Stevenson accepted and was duly elected as Chairperson

#### 4.2 *Vice Chairperson*

Ellen Henderson was nominated by S Bannerman and seconded by K Leitch.

There being no other nominations, E Henderson accepted and was duly elected as Vice-Chair.

#### 4.3 *Secretary*

Geri Mogan was nominated by K Thomson and seconded by E Henderson.

There being no other nominations, G Mogan accepted and was duly elected as Secretary.

At this point, K Stevenson took the Chair and thanked Committee for electing her.

### **5. *Formation of Sub-Committees:***

#### 5.1 *Staffing and Health & Safety*

K Thomson, E Henderson and S Bannerman indicated they would be willing to serve on this sub-committee. There were no objections and no other Committee Member expressed an interest in joining, as such it was agreed that these would be the members of the Sub-Committee. It was noted that M Cameron previously served on this Committee and subject to confirmation, there were no objections to M Cameron joining at a later date.

#### 5.2 *Audit*

K Leitch, N Finlayson and E Henderson indicated they would be willing to serve on this sub-committee. There were no objections and no other Committee Member expressed an interest in joining, as such it was agreed that these would be the members of the Sub-Committee. It was noted that M Cameron previously served on this Committee and subject to confirmation, there were no objections to M Cameron joining at a later date.

G Mogan suggested that sub-committee meetings now take place after the Management Committee meeting. This would allow the Management Committee to start at 6:30pm which seems to suit the majority of Committee members. There were no objections to this.

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## 6. **Minutes of previous meeting held on Wednesday 22<sup>nd</sup> January and Matters Arising**

### 6.1 *Minutes*

The minutes were approved as true and accurate and signed by K Stevenson.

### 6.2 *Matters Arising*

#### 6.2.1 RE: Item 3.2.1 – Management Committee Recruitment

It was noted that two new members had been elected to the Management Committee at the AGM.

#### 6.2.2 RE: Item 10.3 – Pensions Review

G Mogan confirmed she has submitted Committee's decision by the required deadline.

#### 6.2.3 RE: Item 10.4 – AGM Arrangements

It was noted that there had been a good turnout for the AGM with 55 members being present. There had been good feedback received from those present and there also seemed to be a younger audience, with quite a few new members attending.

Committee further noted that Chiene and Tait had been approved by the Members as the new external auditor as per the recommendation from the Audit Sub-Committee following a tender exercise.

## 7. **Chair's Report**

K Stevenson confirmed that she has nothing to report this month.

## 8. **Finance Matters**

### 8.1 *Management Accounts to 31<sup>st</sup> December 2019*

A Stewart referred to the report which details a surplus of £323,388 which is higher than budget. A Stewart advised that as this is the first quarter of the financial year, no trends have been identified and a lot of the variances should even out as the year progresses.

The following points were noted:

- Employee costs came in below budget
- Cyclical maintenance and major repairs costs were significantly below budget. This variance is expected to reverse as the cyclical and planned maintenance programmes get underway.
- Property depreciation is estimated in line with the budget
- Office overheads came in below budget

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It was noted that all KPIs were met with the exception of staff costs, which now includes the Pension deficit, and the bad debts KPI. Both of these KPIs will be monitored closely going forward.

A Stewart confirmed that all loan covenants were met.

## 8.2 *Cashflow Report (December 2019)*

Committee noted the contents of the report.

## 9. **Technical Services Matters**

### 9.1 *Quarterly Gas Audit – December 2019*

Committee noted the contents of the audit report and agreed it was another positive outcome.

### 9.2 *Planned & Cyclical Works Progress Report*

Committee noted the current position with the various contracts.

### 9.3 *Decoration & Floor Coverings Allowances Policy*

S Hunter advised that this policy has been revised following feedback received, and now allows allowances to be paid in 3 different ways: B&Q voucher, B&M voucher or bank transfer.

Committee considered and approved the policy for tenant consultation. It was also agreed that the revised policy could be implemented immediately for any allowances due to be paid at the moment.

## 10 **Housing Services Matters**

### 10.1 *Potential Evictions Report*

L Chelton confirmed that there was nothing to report this month.

### 10.2 *Tenancy Sustainability Policy*

Committee noted that this was a new policy required for Assurance, but all the information has been extracted from various other policies and procedures already in place.

Committee considered the policy and approved it for tenant consultation.

## 11. **Organisational Performance Reports:**

### 11.1 *1<sup>st</sup> Quarter to December 2019/Exceptions Report*

Committee acknowledged the strong performance in the 1<sup>st</sup> quarter and considered the contents of the exceptions report for the few targets not met. Committee concluded that it was satisfied with the explanation for the targets not met.

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## 11.2 *Complaints – Q1 to December 2019*

Committee noted the revamped report and agreed it was more readable.

G Mogan advised that the Complaints Handling Procedure (CHP) is due for review in June 2020, which is good timing as the SPSO recently published a revised CHP for the RSL sector. Committee noted that the deadline for implementing the revised CHP is April 2021.

## 12. **Business Plan Objectives:**

### 12.1 *Section Operational Plans 2019/20 – Progress Report Q1*

Committee considered the progress over the four different sections and agreed that the majority of targets have been met or are on target. Committee concluded that it was satisfied with the explanation for the few targets/objectives that are not currently on track.

At this point, A Stewart, S Hunter and L Chelton left the meeting.

## 13. **Health & Safety**

Committee recognised that it is the remit of the Staffing and Health & Safety Sub-Committee to deal with Health & Safety matters and report back to the Management Committee at regular intervals. To support this, Health & Safety would now be a standard item on the Management Committee Agendas. This will enable either the Sub-Committee or the Director to raise any particular matters that need the attention of the Management Committee.

### 13.1 *Assessments: Fire Risk and Health & Safety*

Committee considered the reports relating to the two recent audits carried out. Committee noted that in terms of the Action Plan relating to the Fire Risk Assessment, that the vast majority of matters have been dealt with. It is intended that any outstanding items will be addressed by end of March/Mid-April.

In terms of the findings from the Office Health & Safety Audit, Committee noted the progress to date and acknowledged the following matters in particular:

- that a programme of various H&S training has been organised for staff, starting from April;
- that following the risk assessment training, a comprehensive review of risk will be undertaken, involving all staff.

It was further noted that training for Committee is also required and available dates will be brought back to Committee for consideration.

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### 13.2 *Revision of Health & Safety Policy and Manual – Update*

G Mogan confirmed that she has already started tailoring the EVH manual to Rosehill's requirements, however it is a large document and will take time to work through.

### 14. ***Assurance Exercise – Review***

Committee noted that this document is monitored monthly by the Management Team, quarterly by the Audit Sub-Committee and half yearly by the Management Committee.

Committee was satisfied that the evidence is in place and recognised that some aspects that were previously classed as almost met have since been upgraded to "met", following additional work/actions being undertaken. Areas of improvement relating to the Tenants' Group are ongoing.

### 15. ***Housing to 2040 Consultation***

It was noted that this consultation had been circulated to Committee a few weeks ago.

G Mogan advised that it is a wide ranging and complex document, which was recognised by the Glasgow & West of Scotland Forum (GWSF) when it was drafting its response, on behalf of its members, of which Rosehill is one.

G Mogan reported that of those Committee Members who had responded to her email, the general consensus had been that they were happy with the draft response from GWSF and had no additional comments to make.

Committee considered the response from GWSF further and concluded that it would not make a separate submission, as the GWSF's response covered all the key points/issues that Rosehill would want.

### 16. ***Cyber Essentials Accreditation***

Committee considered the application for accreditation and authorised K Stevenson to sign it for submission.

It was noted that achieving this accreditation would assist in compliance with Data Protection and Regulatory Requirements.

### 17. ***Matters for Updating***

Committee noted the contents of the report detailing various updates.

### 18. ***Any Other Competent Business***

#### 18.1 *Governance Masterclass*

It was agreed at the previous meeting that this training would be held in house for all Committee to attend. G Mogan sought clarification from SHARE on the timing of the 4 sessions, and was advised that the sessions could be held weekly, fortnightly or monthly.

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After some discussion it was agreed that the sessions should be held fortnightly, G Mogan asked Committee to check their availability and report back to K McCallum on their preference for dates and times.

**18.2 Health & Safety Training**

Committee noted, as stated earlier, health and safety training is required for all Committee also, after discussion it was agreed that this should take place in house on a Wednesday evening.

**19. Date of Next Meeting**

The next meeting will be held on Wednesday 25 March 2020 at 6:30pm.

I certify that this minute was approved as a true and accurate record of the meeting.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Chair)

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